GENERAL *ARTS EDUCATION* GRANT INSTRUCTIONS AND GUIDELINES

Eligibility

Public, private, charter, and parochial schools are eligible for Artist in Residence, Arts Education Projects, and Teacher Initiated Project (TIP) grants.

School Districts and Nonprofit organizations (e.g. retirement centers, community centers, hospitals, museums, arts councils, juvenile facilities) are eligible for Artist in Residence and Arts Project grants.

Grantees who have not submitted final report forms or have not met previous financial obligations are not eligible. If you are unsure about your school, school district, or nonprofit organization's eligibility, call the Utah Arts Council/Arts Education (UAC/AE) staff at (801) 236-7542 or (801) 236-7543.

Mail Or Hand Delivered

Applications submitted by **mail must be postmarked by March 1, 2006**. We suggest you obtain a hand-canceled receipt from your post office. Metered postage is not a postmark. Mail applications to: Utah Arts Council, Arts Education 617 East South Temple, Salt Lake City, UT 84102.

Hand delivered applications are due to the Arts Education office no later than 5:00 p.m. March 1, 2006. Deliver applications to the Utah Arts Council, 617 East South Temple, Salt Lake City. Make sure you collect a receipt.

Incomplete, late, unsigned, or faxed applications will not be accepted. Hand-written narratives will not be accepted. No exceptions will be granted for any reason whatsoever.

First Time Applicants must consult with an Arts Education (AE) staff person prior to submitting an application. These consultations may be conducted on site or by phone. To schedule a consultation, call the AE office at (801) 236-7542 or (801) 236-7543.

Drafts

AE staff is available to review drafts of applications. **Drafts** may be faxed to the AE office **before** February 13, 2006. Fax to (801) 236-7556, attn: Arts Education Program. Remember, FINAL applications cannot be faxed.

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Application Format Instructions

To help us prepare your application for panel review, and because panelists must be able to read a substantial amount of material easily:

- ❑ Do not re-create or re-format grant applications using your computer.
- ❑ Type applications so they are legible.
- ❑ Print applications clear and dark enough to duplicate.
- ❑ Do not staple, bind, use sheet protectors, or notebooks.
- ❑ Attach optional supplemental materials appropriate to this project. You must include two sets.
- ❑ Submit the original application, complete with original signatures.

Narrative Questions:

- ❑ Indicate at the top of each narrative page:
    - o Name of the school, school district, or organization
    - o City
    - o Name of on-site coordinator
- ❑ Retype questions prior to answering
- ❑ Single space between paragraphs
- ❑ Use 8 ½ X 11 inch white paper, one side only
- ❑ Use margins of at least one inch on the top, bottom, and sides of all pages
- ❑ Use at least 12-point, Arial or Times New Roman font

Supplemental Materials may include, but are not limited to:

- ❑ An assessment tool
- ❑ Reports of past funding successes
- ❑ A page description of partners and/or school feeder system
- ❑ Please **do not** include letters of support from your school, school district, or nonprofit organization, for this application

Review Criteria

Each grant application has review criteria and narrative questions. The review criteria will be used to determine which grants are funded fully, partially or not at all. Please keep these criteria in mind as you complete the various forms and respond to the narrative questions.

Remember, if you are a past grantee, the UAC/AE office will attach **reports and evaluation forms** and information to your application. Panelists will determine funding based upon the quality of the application AND the quality and completeness of the reports and evaluations of your most recently completed residency, project or TIP grant. If you are unsure about the status of past reports and evaluations, please call the UAC/AE office at (801) 236-7542 or (801) 236-7543.

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Choosing Your Artist

Applications must be completed with an artist already on board. Contact the artist of your choice prior to submitting your application to confirm their availability and to align project goals, content, and concept. Approved artists are found in the *Arts Education Artist Roster* online at www.arts.utah.gov/ae/artistsroster.html. You must choose an artist from the *Arts Education Artist Roster* <u>unless</u> your artist has a known national and/or international reputation. If you are using such an artist, you must submit with your application, documentation of their work such as playbills, press packets, raisonnés, vitae, résumés, exhibition lists, touring schedules, or publication lists. The UAC/AE board committee chair will determine if an artist can be used for the project for which you are applying.

How to Complete Your Application

Use the COMPLETION KEY to fill out the boxes number by number. The numbers in the boxes correspond with a written definition, description, or formula found on the completion key.

UAC/AE Grant Money May Be Used For:
- Artist's fees, travel, salaries, food, housing, preparation time, and limited supplies and equipment tied to the instructional components of this proposal.
- Artistic companies tied to the instructional components of this proposal.
- Artistic expertise, (e.g. choreographers, composers, playwrights).
- Artist/teacher partnerships (e.g. teachers participating in the creation and learning of an art form with an artist).
- NOTE: **Artist-in-Residence grant money** can only be used for artist's fees, travel, salary, food, housing, and preparation time.

UAC/AE Grant Money CANNOT Be Used for:
- Employment of permanent staff.
- Ongoing faculty for instruction that should be provided by the local school or district.
- Buses for field trips.
- Tickets for performances-- unless the event is an integral part of the goals, objectives and outcomes of this proposal.
- Start-up costs associated with the establishment of any organization.
- Individuals (applying as individuals) or individual curriculum development projects.
- Replacement funds for current programming.
- Final products as opposed to process driven projects, e.g. costumes, travel costs for competitions, permanent art installations, festivals, and fairs.
- Excessive expenditures on consumable materials and supplies.
- Operational expenses for festivals, fairs, competitions, etc.
- General operating support.
- Projects or activities funded through other UAC programs.
- Medical or therapeutic services. Projects, however, may include artists in therapeutic settings.
- Scholarships to universities, colleges, or other forms of student financial aid.

GENERAL *ARTS EDUCATION* GRANT INSTRUCTIONS AND GUIDELINES

UAC/AE Grant Money CANNOT Be Used for (continued):
- ❑ Purchases of permanent equipment or other capital expenditures. School may request assistance toward instructional equipment if it relates to this proposal.
- ❑ Competitions and awards programs.
- ❑ Commission of new works or permanent art installations not connected to instructional components and the goals, objectives and outcomes of this proposal.
- ❑ Stipends for conferences, consultants and/or specialists for in-services.

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